



CALIFORNIA AIR RESOURCES BOARD

OPEN/SPOT EXAMINATION

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ACCOUNTING ANALYST EXAM CODE: 2AR08

HOW TO APPLY

Applications are available and may be filed in person with or mailed to:

AIR RESOURCES BOARD
Personnel/Examination Section
1001 I Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE: APRIL 10, 2012

Applications (Std. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during May 2012.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

SALARY RANGE: A: \$3106 – 3425
B: \$3204 – 3708
C: \$3841 – 4670

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Equivalent to graduation from college with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, first semester intermediate accounting and advanced accounting (or second semester intermediate accounting), fund/governmental accounting, cost accounting,

auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTIC

Ability to qualify for a fidelity bond.

THE POSITION

Accounting Analysts perform such duties as analyzing a variety of accounting data to assist in the application of financial data and information to management problems; providing estimates of expenditures, reimbursements and revenues; advising management of forecasted expenditures relative to budgeted expenditures; forecasting, determining and managing necessary cash flow to support financial operations; identifying significant trends and making comparisons to previous accounting periods; analyzing and maintaining accounting controls required by the Controller's centralized control accounting system; evaluating and maintaining internal controls; establishing and maintaining liaison with operating managers to ascertain their need for accounting data, to identify changes in the operating programs which affect the accounting operation, to identify possible ways of using accounting data for management purposes and encourage a greater use of accounting data, and to actively participate in decision- and policy-making sessions; gathering data and making studies on various problems arising in connection with financial administration; diagnosing accounting and EDP-related system problems as they relate to the accomplishment of accounting objectives; developing a process to gather year-end accrual information and analyzing year-end accruals for conformance with a legal basis and Generally Accepted Accounting Principles (GAAP); designing and installing new or revised systems and procedures in the accounting office; analyzing and proposing legislation which requires modification of the accounting system; and other related work.

Positions exist only in Sacramento, CA.

EXAMINATION INFORMATION

This is a Supplemental Application Examination weighted – 100 percent. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the examination. **Competitors who meet the requirements for admittance to the examination will be mailed the Supplemental Application.**

SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitors:

Knowledge of:

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. Principles of electronic data processing.
4. Principles of policy formulation.
5. Statistical methods.
6. Principles of finance.
7. Business law.
8. Principles of business management.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ACCOUNTING ANALYST
JM12-4582 EXAM CODE: 2AR08

FINAL FILING DATE: APRIL 10, 2012

**ACCOUNTING ANALYST
EXAM CODE: 2AR08**

(OPEN)

BULLETIN RELEASE DATE: MARCH 04, 2012

Ability to:

1. Accounting principles and practices.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, comprehensive, and concise reports.
5. Apply principles of finance and develop financial policy.
6. Apply statistical methods.
7. Analyze a variety of accounting data.
8. Identify trends, make projections, and draw conclusions.
9. Make sound decisions and recommendations with regard to accounting problems.
10. Work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs.
11. Establish and maintain cooperative relations with those contacted in the work.
12. Interpret and apply laws, rules, standards and procedures.
13. Communicate effectively.

LIGIBLE LIST INFORMATION

A departmental eligibility list will be established for the California Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE are granted and will be added to the final score of successful competitors who have requested these points.

CAREER CREDITS do not apply.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov".

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Leslee Thompson 916-323-1151** and via email at ltompson@arb.ca.gov three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Leslee Thompson 916-323-1151** and via email at ltompson@arb.ca.gov three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

If you meet the requirements stated on the this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. **Such revision will be in accordance with civil service law and rules and all competitors will be notified.**

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Veterans Preference: California law allows granting of veterans preference points in **open entrance examinations and open nonpromotional examinations**. Credit in **open entrance examinations** is granted as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open nonpromotional examinations** is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S CREDITS**. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**For specific examination questions, contact the Exam Unit at (916) 323-1151.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.**

